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**SIERRA NEVADA**  
CONSERVANCY



[www.sierranevada.ca.gov](http://www.sierranevada.ca.gov)

**SIERRA NEVADA CONSERVANCY  
PROPOSITION 84 GRANTS PROGRAM**

**FUNDED BY THE  
Safe Drinking Water, Water Quality and Supply, Flood Control, River  
and Coastal Protection Bond Act of 2006**

**FINAL  
GRANTS APPLICATION PACKET  
COMPETITIVE APPLICATIONS**

**Fiscal Year 2008-09**

**APPLICATION SUBMITTAL DEADLINE: 9-15-08**

*The Sierra Nevada Conservancy initiates, encourages, and supports efforts that improve the environmental, economic, and social well-being of the Sierra Nevada Region, its communities, and the citizens of California.*

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## I. Introduction

The Sierra Nevada Conservancy (SNC) has prepared three Grants Application Packets (GAPs) that provide instructions for completing an application for a SNC Proposition 84 grant. **This GAP provides information and all forms necessary to complete a successful application for a Competitive Grant.** Competitive applications are for projects involving acquisition or site improvement/restoration work with a cost range from \$250,000 up to \$1,000,000. There are similar GAPs for Category 1 and 2 Strategic Opportunity Grants (SOGs).

Before choosing which GAP to use, applicants are strongly advised to read the companion Grants Guidelines and consult with SNC staff to determine the most appropriate type of grant opportunity. In addition to providing information on the types of grants available, the Grants Guidelines contain general program guidance and rules regarding eligibility of applicants and projects. Once the applicant decides which type of grant to apply for and understands the general rules from the Grants Guidelines, the applicant is ready to use the appropriate GAP.

Applicants are encouraged to consult with SNC staff regarding any questions and to regularly consult the SNC Web site at <http://www.sierranevada.ca.gov/grants.html> for the most current information involving Proposition 84 and future funding sources. Sample grant agreements for acquisition, site improvement/restoration, and other project types are also on the Grants page of the SNC Web site for applicants who want more information about the administrative requirements once a grant is authorized.

All information submitted becomes property of the SNC and part of the public record. These materials may be viewed by the public. In the SNC's effort to conduct business in an open and transparent manner, application content may also be posted to the SNC Web site.

In some instances, applicants may request that certain information submitted in an application be considered confidential. Upon request of the applicant, SNC staff will determine if the information can legally be treated as confidential, and if so, will not share that information publicly.

By submitting application materials, the applicant agrees to give the SNC permission to use them for not-for-profit governmental purposes including, but not limited to, education and awareness. Examples of materials that may be used by the SNC are photographs, maps, text, graphics, and forms. This permission to SNC includes publication of printed material, television broadcasts, Web sites, or intranet. The applicant will not be compensated for such use.

**SIERRA NEVADA CONSERVANCY  
Proposition 84 Grants Guidelines  
FY 08-09**

**Competitive Grants**

- \$7 million for entire SNC Region
- Application deadline September 15, 2008
- For grants between \$250,000 and \$1,000,000
- Eligible project types include acquisition and site improvement/restoration
- Authorized by SNC Board in March 2009

**Strategic Opportunity Grants (SOGs)**

- \$1 million per Subregion (\$6 million total)
- \$1 million for projects of Region-wide significance
- Application deadlines September 2, 2008 and February 27, 2009
- Authorized by SNC Board in December 2008 and June 2009

**SOG Category 1 (SOG 1)**

- For grants \$5,000 to \$250,000
- For acquisition and site improvement/restoration projects only
- Authorized by the SNC Board

**SOG Category 2 (SOG 2)**

- For grants up to \$500,000
- For projects that do not include acquisition or site improvement/restoration
- Authorized by the SNC Board (or by Executive Officer for time-sensitive grants up to \$50,000)

**NOTE: Approximately \$3 million may be allocated by the Board among grant categories following the processing of initial grant applications in September 2008.**

## **II. Grant Program Information**

### **A. General Category Information**

The Sierra Nevada Conservancy offers Proposition 84 grants in two categories: (1) Competitive Grants and (2) Strategic Opportunity Grants (SOGs). Information on applying for SOGs is contained in the GAPs for SOG applications.

When deciding which category of grant to apply for, there are three primary considerations:

1. Type of project (acquisition or site improvement/restoration vs. other types)
2. Amount of grant request
3. Timing factors or other special needs

An applicant may not combine requests for planning, acquisition, or site improvements/restoration in a single grant request. However, applicants can break a large project into phases and submit applications for each phase, such as a SOG 2 application for an appraisal and a subsequent Competitive Grant or SOG 1 application for an acquisition. Applicants are encouraged to consult with SNC staff to determine the most appropriate type of grant opportunity for potential projects.

Information about all of the grant categories is summarized on the flow chart on the previous page.

### **B. Grant Provisions**

Grant-eligible costs may be incurred by a recipient entity only after the entity has entered into an agreement with the SNC on the terms and conditions. Only costs incurred after a grant agreement is fully executed will be eligible for reimbursement. The SNC may provide technical assistance to the grantee to ensure efficient administration of the grant.

Work on projects funded by grants authorized in FY 08-09 must be completed and fully invoiced by no later than the date specified in the grant agreement, but in no case later than April 1, 2013.<sup>1</sup>

SNC may request that grantees provide public recognition to the SNC's Proposition 84 grant program through signage or written materials for public distribution, as appropriate.

### **C. Performance Measures**

Applicants must propose project-specific performance measures at the time of application submittal. Further information and recommended performance measures can be found in Appendix C of this GAP. Applicants may also propose alternative performance measures, which will be subject to the approval of SNC staff

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<sup>1</sup> This time limit is subject to final control language in the state's budget. Specific time limits for individual projects will be addressed in the project grant agreements.

if a grant is authorized. The measures will be finalized in consultation with SNC staff prior to grant agreement approval.

All grantees will be required to provide periodic progress reports and a final report. The final report must include data related to the project performance measures.

See Exhibit B of the sample grant agreements at:

[http://www.sierranevada.ca.gov/grant\\_applications.html](http://www.sierranevada.ca.gov/grant_applications.html) for additional information on the required contents of these reports.

#### **D. Eligible Costs**

Only direct project costs for items within the scope of the project and within the time frame of the project agreement are eligible. Project-specific performance measurements and reporting should be included in the project budget.

Eligible administrative costs must be directly related to the project and may not exceed 15 percent of the project implementation cost. To determine the amount of eligible administrative costs, the applicant must first determine the cost of implementing the project. Once the project implementation cost has been determined, the applicant may calculate administrative costs and include them in the total grant request.

#### **E. Ineligible Costs**

Indirect expenditures billed as a percentage of implementation costs are not eligible for reimbursement. In addition, grant funding may not be used to:

- Address a violation of, or an order to comply with, any law or regulation;
- Implement required mitigation measures unless funding facilitates the implementation of a project that would itself be eligible for SNC Proposition 84 grant funding; or
- Pay for food or refreshments.

### **III. Competitive Grants Application Requirements and Checklist**

The SNC offers grants for acquisition and site improvement/restoration projects under its Competitive Grant program. This section outlines the process and requirements for applying for these grants.

Competitive Grants may be authorized for two major project types:

1. Acquisition projects, including less than fee title (conservation easements, purchase of development rights, water rights, etc.) and fee title, in all cases only with willing sellers. Proposition 84 funds may not be used to retire debt previously incurred by an eligible applicant in connection with the applicant's acquisition of a real property interest.
2. Site improvement/restoration projects

Competitive Grants are authorized for projects between \$250,000 and \$1,000,000. Applications for Competitive Grants are solicited, reviewed, and authorized by the SNC Board on an annual cycle. Examples of potential Competitive Grant projects include:

- Prevention or amelioration of current or anticipated adverse impacts to natural resources
- Preservation and/or enhancement of agricultural, forest, rangeland, or other working landscapes
- Reduction or prevention of soil erosion
- Reduction of fuel hazards or other disaster risks with potential to detrimentally affect natural resources
- Control and elimination of invasive species
- Elimination, conversion, relocation, and/or rehabilitation of roads and trails to protect natural resources
- Improvement or construction of physical structures or facilities to protect natural resources
- Improvement of natural recharge/storage of water
- Protection and enhancement of fish and wildlife habitat

## **A. Applying for a Grant**

### **1. General Information**

#### **(a) Pre-application**

Applicants are encouraged to consult with SNC staff at least 30 days prior to the filing deadline to receive pre-application assistance. Applicants seeking assistance should provide a pre-project description of no more than one page in length (See pre-application form in Appendix B of this GAP). Staff feedback can help the applicant develop a more successful application. Staff will also assign an SNC reference number to the project that should be used on all pertinent forms associated with a subsequent application for the same project.

#### **(b) Application**

Applicants will be required to submit a complete application packet to the SNC. All application materials and forms are included in this GAP, which will be available from the Grants page of the SNC Web site or SNC offices by request. Please consult with SNC staff to coordinate submittal and ensure receipt.

**NOTE: Applicants are strongly encouraged to submit their appraisals with their applications to provide the SNC as much time as possible to review the appraisals. Competitive Grant appraisals may be submitted until November 15, 2008. However, applicants should be aware that appraisal submittal after September 15 may result in inadequate time for the State to review and approve the appraisal, which could lead to a project not being recommended for authorization.**

**NOTE: All projects funded by the SNC must meet the requirements of the California Environmental Quality Act (CEQA). Any public agency applicant having a project subject to CEQA must submit completed CEQA compliance documents with the application. The CEQA documents must have been adopted by the lead agency. All other applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required.**

All application materials must be single-sided. All attachments are preferred to be sized 8 ½" x 11" and are not to exceed 11" x 17".

**Applications shall include one unbound original with all appropriate signatures, two bound copies, and a CD containing all application materials (PDF format preferred). Applications must be delivered to the SNC at 11521 Blocker Drive, Suite 205, Auburn, CA 95603 by 5:00 pm on the application due date or postmarked no later than the due date. If you are unable to provide a CD, please consult with SNC staff for assistance. SNC is unable to accept on-line or email submittal of applications at this time.**

An applicant may submit applications for more than one project; however, each type of project must have its own application.

## **B. Application Checklist**

The following Checklist is required with every application. All checklist items must be addressed and items which are not applicable marked, "N/A". **Items which are applicable (required) must be completed and submitted with the application.** If all required items are not submitted at the time of application, the application will be considered ineligible.

Within the application, each item should be clearly labeled and presented in the order in which it appears on the checklist. Each item is explained in more detail on the following pages, with examples or forms provided where appropriate. The instructions for these items should not be included in the submitted application.



**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

## Application Checklist for Competitive Grants

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

1. ☐ Table of Contents
2. ☐ Application Form
3. ☐ Authorization to Apply or Resolution, including additional requirements for 501(c)(3)s
4. ☐ Project Summary
5. ☐ Evaluation Criteria
6. ☐ Performance Measures
7. ☐ Environmental Setting and Impacts
8. ☐ Project Location Map
9. ☐ Topographic Map
10. ☐ Site Plan (For site improvement/restoration projects)
11. ☐ Photos of the Project Site
12. ☐ Real Estate Appraisal (For acquisition projects)
13. ☐ Acquisition Schedule, Parcel Map, and Willing Seller Letter (For acquisition projects)
14. ☐ Land Tenure (For site improvement/restoration projects)
15. ☐ California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Compliance
16. ☐ Leases or Agreements
17. ☐ Regulatory Requirements
18. ☐ Demonstrations of Support

## 1. Table of Contents

Each application must include a Table of Contents with the applicable documents in the order listed on the checklist. All pages shall be numbered (handwritten numbers are acceptable).

## 2. Application Form

The following application form is available within this GAP on the SNC Web site and may be filled out electronically, but must be printed, signed with an original signature, and submitted with the application. For projects that have confidentiality requirements regarding some aspect of the project, applicants should consult with SNC staff prior to application submission.

Instructions for selected blocks of the application are as follows:

### **Block**

1. The project name should be concise and descriptive of the proposed use of the grant.
2. Provide the SNC reference number if one has previously been assigned through the pre-application process. Otherwise, leave blank.
3. The applicant name must be the legal name of the applicant and spelled out completely, i.e., no acronyms. If the entity doing the work is using a fiscal sponsor, then the fiscal sponsor should be the applicant and all of the other submitted paperwork, such as the authorization to apply, must reflect that fact.
5. The form must be completed and signed by the applicant's authorized representative as defined in the Glossary of Terms.
7. All costs must be rounded to the nearest hundred dollars. "Other Funds" should include funds that have been requested as well as those that have been committed.
8. Choose the one Project Category that best suits the project. For 8a., choose the one primary Deliverable that best fits the chosen Project Category. Contact SNC staff if assistance is needed.
9. "Project address" refers to the location to be acquired or improved/restored.
10. For determination of latitude and longitude, use the center point of the project. Insert multiple entries as necessary. The following Web sites may help you find the latitude and longitude of your project:
  - (a) <http://geonames.usgs.gov/pls/gnispublic/f?p=133:1:14802437402877255628>
  - (b) <http://www.lat-long.com/>
  - (c) <http://www.census.gov/cgi-bin/gazetteer>
14. Stipulate what type of CEQA or NEPA document is being provided with the application.
15. Provide the State Clearinghouse Number for the environmental document listed in Item 14.

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

<b>SIERRA NEVADA CONSERVANCY PROPOSITION 84 GRANT APPLICATION FORM COMPETITIVE GRANTS</b>	
Rev. June 2008	
Complete all applicable items on both pages of form.	
<b>1. PROJECT NAME</b>	<b>2. SNC REFERENCE NUMBER</b>
<b>3. APPLICANT</b> <i>(Agency name, address, and zip code)</i>	<b>4. APPLICANT TYPE:</b> <input type="checkbox"/> Non-profit Organization <input type="checkbox"/> Government <input type="checkbox"/> Tribal Organization
<b>5. APPLICANT'S AUTHORIZED REPRESENTATIVE</b> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name and title – typed or printed</span> <span>Email Address</span> <span>Phone</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Mr.           <input type="checkbox"/> Ms.         </div>	
<b>6. PERSON WITH DAY-TO-DAY RESPONSIBILITY FOR ADMINISTRATION OF THE GRANT</b> <i>(If different from Authorized Representative)</i> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Name and title – typed or printed</span> <span>Email Address</span> <span>Phone</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Mr.           <input type="checkbox"/> Ms.         </div>	
<b>7. FUNDING INFORMATION</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>SNC Grant Request <i>(Must be \$250,000-\$1,000,000)</i></span> <span>\$ _____</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Other Funds</span> <span>\$ _____</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Total Cost</span> <span>\$ _____</span> </div>	
<b>8. PROJECT CATEGORIES</b> <input type="checkbox"/> <b>Site Improvement (fill in all that apply)</b> Project Area Total Acres: _____ SNC Portion (if different): _____ Total Miles (i.e. river or streambank): _____ SNC Portion (if different): _____	<b>8a. DELIVERABLES</b> <b>(Select one primary deliverable)</b> <input type="checkbox"/> Restoration <input type="checkbox"/> Enhancement <input type="checkbox"/> Resource Protection <input type="checkbox"/> Infrastructure Development / Improvement
<input type="checkbox"/> <b>Acquisition (fill in all that apply)</b> Project Area Total Acres: _____ SNC Portion (if different): _____ Total Miles (i.e. river or streambank): _____ SNC Portion (if different): _____	<b>(Select one primary deliverable)</b> <input type="checkbox"/> Fee Title <input type="checkbox"/> Easement or Other Landowner Agreement
<b>9. PROJECT ADDRESS/LOCATION</b> <i>(Include zip code)</i>	

<b>10. LATITUDE AND LONGITUDE</b>	
<b>11. COUNTY</b>	<b>12. CITY</b> <i>(Is project within city limits? If so, which one?)</i>
<b>13. NEAREST PUBLIC WATER AGENCY (OR AGENCIES) CONTACT INFORMATION:</b>  <div style="display: flex; justify-content: space-between;"> <span><i>Name:</i></span> <span><i>Phone Number:</i></span> </div> <div style="display: flex; justify-content: space-between;"> <span><i>Email address:</i></span> <span></span> </div>	
<div style="display: flex; justify-content: space-between;"> <span><i>Name:</i></span> <span><i>Phone Number:</i></span> </div> <div style="display: flex; justify-content: space-between;"> <span><i>Email address:</i></span> <span></span> </div>	
<b>14. CEQA OR NEPA DOCUMENT TYPE</b> (if applicable) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Notice of Exemption  <input type="checkbox"/> Negative Declaration  <input type="checkbox"/> Environmental Impact Report </div> <div style="width: 50%;"> <input type="checkbox"/> Finding of No Significant Impact  <input type="checkbox"/> Environmental Impact Statement  <input type="checkbox"/> Joint CEQA/NEPA Document </div> </div>	
<b>15. STATE CLEARINGHOUSE NUMBER</b>	
<b>16. APPRAISAL</b> <input type="checkbox"/> Submittal with application <input style="margin-left: 150px;" type="checkbox"/> Submittal by November 15, 2008	

I certify that the information contained in the Application, including required attachments, is accurate.

\_\_\_\_\_  
Signed *(Authorized Representative)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title *(print or typed)*

### **3. Authorization to Apply or Resolution**

#### **Resolutions and Letters**

Provide a copy of documentation authorizing applicant to submit application. A project-specific resolution is generally required for non-profit organizations and local government agencies. However, if the organization's governing board has delegated authority to a specific officer to act on behalf of that organization, that officer may, in lieu of a resolution, submit a letter of authorization along with documentation of the delegated authority. The documentation of delegated authority must include the language granting such authority and the date of delegation. Sample resolutions for non-profit organizations and local government agencies are provided immediately following the directions for this checklist item.

For both letters and resolutions, the authorized representative may be a particular person (or persons) or a position (or positions). The advantage of having a position named as the authorized representative is that a new letter or resolution would not be required should the person holding the position change.

#### **Non-Profit Organizations**

Nonprofit organizations must also submit their:

- Articles of incorporation;
- Bylaws; and
- 501 (c)(3) status letter from the Internal Revenue Service.

If a non-profit organization has submitted these documents to the SNC in prior funding cycles, the non-profit may check with SNC staff to determine if the documents are on file. If so, the non-profit may certify in a letter that the documents on file with the SNC are current and that no changes have been made. A non-profit must meet eligibility requirements at the time of application submittal. Non-profits incorporated outside California must submit documentation from the California Secretary of State at the time of application showing that they are permitted to do business in the State of California.

As required by statute, an eligible nonprofit organization is one that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and that has among its principal charitable purposes preservation of land for scientific, educational, recreational, scenic, or open-space opportunities; or protection of the natural environment or preservation or enhancement of wildlife; or preservation of cultural and historical resources; or efforts to provide for the enjoyment of public lands.

#### **State and Federal Agencies**

Resolutions are not required for applications by state or federal agencies. In lieu of a resolution, agencies must submit a letter authorizing the application. The letter must be on the Applicant's letterhead, and identify the position (job title) of the authorized representative.

**SAMPLE RESOLUTION**  
***For grant application coming from Non-Governmental Organization***  
***Resolution for Governing Board (Board of Directors)***

**Board of Directors Resolution No. \_\_\_\_\_**

<p>In the matter of: A RESOLUTION APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE</p> <hr/> <p>GRANT PROGRAM UNDER THE</p> <hr/> <p>ACT OF _____ [DATE]</p>	<p>Resol. No: _____</p> <p>Date: _____</p>
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The following RESOLUTION was duly passed by the Board of Directors of the  
\_\_\_\_\_ [NGO name] at a regular meeting held  
\_\_\_\_\_ [date], by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Abstentions: \_\_\_\_\_

Absent: \_\_\_\_\_

Signed and approved by:

\_\_\_\_\_  
Chair, Board of Directors

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WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the \_\_\_\_\_ [NGO name] has identified the  
\_\_\_\_\_ [project name] as valuable toward meeting its mission and goals.

BE IT HEREBY RESOLVED by the Board of Directors of the \_\_\_\_\_,  
[NGO name] that this Board:

1. Approves the submittal of an application for the \_\_\_\_\_ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints \_\_\_\_\_, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED AND ADOPTED by the \_\_\_\_\_ [NGO name] on  
the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_.

**SAMPLE RESOLUTION**  
***For grant application coming from county government***  
***Resolution for Governing Board (Board of Supervisors)***

**Before the Board of Supervisors**

**County of \_\_\_\_\_, State of California**

In the matter of: A RESOLUTION  
APPROVING THE APPLICATION FOR  
GRANT FUNDS FOR THE

Resol. No: \_\_\_\_\_

\_\_\_\_\_

GRANT PROGRAM UNDER THE

Order No: \_\_\_\_\_

\_\_\_\_\_ ACT  
OF \_\_\_\_\_ [DATE]

First Reading: \_\_\_\_\_

The following RESOLUTION was duly passed by the Board of Supervisors of the County of \_\_\_\_\_ at a regular meeting held \_\_\_\_\_ [date], by the following vote on roll call:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:  
Clerk of said Board

\_\_\_\_\_  
WHEREAS, the Legislature and Governor of the State of California have provided Funds for the program shown above; and

WHEREAS, the Sierra Nevada Conservancy (SNC) has been delegated the responsibility for the administration of a portion of these funds through a local assistance grants program, establishing necessary procedures; and

WHEREAS, said procedures established by the Sierra Nevada Conservancy require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the SNC; and

WHEREAS, the Applicant, if selected, will enter into an agreement with the SNC to carry out the project; and

WHEREAS, the County has identified the \_\_\_\_\_ [project name] project as valuable toward meeting its mission and goals.



BE IT HEREBY RESOLVED by the Board of Supervisors of the County of \_\_\_\_\_, State of California, that this Board:

1. Approves the submittal of an application for the \_\_\_\_\_ project; and
2. Certifies that Applicant understands the assurances and certification requirements in the application; and
3. Certifies that Applicant or title holder will have sufficient funds to operate and maintain the resource(s) consistent with the long-term benefits described in support of the application; or will secure the resources to do so; and
4. Certifies that Applicant will comply with all legal requirements as determined during the application process; and
5. Appoints \_\_\_\_\_, or designee, as agent to conduct all negotiations, execute and submit all documents, including but not limited to: applications, agreements, payment requests, and so on, which may be necessary for the completion of the aforementioned project(s).

#### 4. Project Summary

Using the following form, provide a summary (**two-page maximum**) that describes key elements of the project. There are spaces on the form to describe the project goal or purpose, scope, deliverables and schedule, and costs. Information desired for each section is described below:

**Project Goal:** The project goal section should include a clear and concise statement of the project's purpose or what the project is intended to accomplish.

**Project Scope:** The scope section should clearly describe the nature and extent of the work to be completed with SNC grant funds, including quantitative information on project area (number of acres acquired/restored/improved, number of river or stream miles treated, etc.) and whether the work to be funded by the SNC is part of a larger project. Applicants should identify the role of any project partners, major project tasks, specific work products, and/or any other benchmarks. This section should also address the desired outcomes of the SNC portion of the project and, if applicable, how they fit into larger project goals. Finally, this section should include information on any other sources of funds or in-kind support committed or received that would be necessary to accomplish the project goal.

**Letters of Support:** In this section please list the name and organization for any letters of support that are included with the application. Letters of support are optional; however, any letters of support an applicant wishes to have considered for scoring purposes must be included at the time of application.

**Project Deliverables and Schedule:** Please list all major milestones or deliverables associated with the work described in the Project Scope section, including the anticipated date of completion of each. Assume a start date beginning 60 days after grant authorization by the SNC Board, and include all six-month progress reports and the final report (indicating project completion) in the schedule.

**Project Costs:** Please list, by category, all major project costs for which SNC funds are being requested, including staff time associated with completing the work of the project and any hard costs related to the specific tasks or deliverables outlined in the Project Scope and/or the Deliverables and Schedule. Be sure to include the cost of performance measure reporting as a cost category when developing the project budget. Round costs for each budget category to the nearest hundred dollars.

This form is available in this GAP on the SNC Web site and may be filled out electronically, but must be printed and submitted with the application.

SNC Reference Number  
(enter if previously assigned)  

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PROJECT SUMMARY

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

County:

Applicant:

Project Title:

PROJECT GOAL

PROJECT SCOPE

LETTERS OF SUPPORT

SNC PROJECT DELIVERABLES AND SCHEDULE


**SNC PROJECT COSTS**

<b>PROJECT BUDGET CATEGORIES</b>	<b>TOTAL SNC FUNDING</b>
<b>SNC GRANT TOTAL</b>	

## 5. Evaluation Criteria

In order to be eligible for Proposition 84 funding a project must: a) contribute to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources; AND b) address one or more of the seven SNC program areas.

Projects will be evaluated on the following criteria in order to determine which projects will provide the greatest contribution to achieving the SNC's mission, consistent with the requirements of Proposition 84.

Provide a written answer to each question or respond to each statement in the Evaluation Criteria as it pertains to the project. Please include the criteria headings in your response, i.e., Project Quality and Readiness, Land and Water Benefits, etc., but not the questions or directions in this section. Limit the response to the Evaluation Criteria to no more than 10 pages, 8 ½" x 11" paper, single-spaced with a double space between paragraphs, and with 12-point font. Any pages beyond the 10-page limit will not be reviewed. Attachments do not count as part of the 10-page requirement.

The total number of points possible for each application is 100.

### (a) **Project Quality and Readiness** (Maximum of 20 points)

The level of detail included in the project description should allow a person unfamiliar with the project to understand the purpose, goals, and outcomes of the project. The project description should allow for review of consistency with site plans, budget items, and maps.

#### i. General Description

Describe the proposed project in detail, including purpose, goals and deliverables. Stipulate specifically what work will be completed utilizing SNC grant funding. Describe methods to be used to accomplish the project and the role of applicant and all partners/contractors. Explain if implementation of the project is part of a larger plan and how it relates to other projects. Describe related activities that have been completed to date and how the project supports these efforts. Describe what steps of the project are already complete or in progress.

#### ii. Workplan and Schedule

1. In the workplan, describe the specific tasks and schedule needed to complete the project.
2. Describe the factors affecting the project's timeline and completion, and how these factors will be addressed. Describe how the project will be implemented in a timely manner.

#### iii. Budget

NOTE: The Budget section needs to be consistent with the Project Summary prepared in response to Checklist Item 4 of this GAP.

1. Describe any monetary and/or in-kind support that is a part of the project, including the source(s) of funds already committed to the project. Provide information on any other state, federal, or local funding sought or received for the project. Cite specific dollar amounts for cash contributions or in-kind services, such as volunteer effort, technical expertise, etc. Other contributions to the project are not required for it to receive a grant; however, projects that include other sources of funds may receive higher scores.
2. Clarify what specific portions of the project (specific tasks, deliverables and associated staff time) are requested to be funded by the SNC grant and what funds will be contributed by the applicant and/or others. Explain the timing of availability of all funding.
3. If a project depends on other funding sources, describe what has been done to date and future actions that will be taken to secure the remaining funding.
4. If a project does not depend on other funding sources, include a statement that funding from SNC will be sufficient to complete the project.
5. Describe the cost-effectiveness of the project. For example, describe how costs compare to similar projects, how the project may use existing data and resources, and how the project will save costs in the future.

iv. Status of restrictions, technical documents, and agreements

Describe the status of the following and provide documentation as appropriate:

1. Agreements and commitments from project partners. Partnerships or collaborations deemed essential for the implementation of the grant project must be firmly established at the time of application.
2. Preliminary title report, and negotiations of terms of sale, option to purchase, or easement with a willing seller. Submit a copy of preliminary title report if available (**acquisitions only**).
3. Property restrictions and/or encumbrances (such as Williamson Act contracts), easements, and mineral rights.
4. Necessary permits and description of land tenure held; see Checklist Item 14 in this GAP for additional information on land tenure (**site improvement/restoration projects only**).

v. Long-Term Management

Properties acquired with grant funds, including less than fee title acquisitions, must be maintained to protect the value of the resource. Long-term management plans for acquired properties shall be consistent with the purposes for acquisitions. Interests in real property acquired with Proposition 84 grant funding must be in perpetuity.

Site improvements must be maintained to protect the value of the resource. Long-Term Management Plans for site improvement/restoration projects shall be for a minimum of 10 years or for a period determined to

be necessary by the SNC for successful project implementation.

1. Describe the long-term management plan and how it will ensure that the benefits will be realized, including:
  - (a) What is planned for the long-term management?
  - (b) Who will perform the long-term management? Describe the individual's or organization's experience in managing this type of resource.
  - (c) How will the ongoing management be funded?
2. What, if any, future modifications/improvements may be considered for the resource (e.g., habitat improvement/restoration, recreation, public access, etc.)? How would the property continue to meet the SNC program requirements with these improvements?
3. For conservation easements, describe who will hold the easement, the plan for stewardship, and address ongoing funding to support the terms and conditions of the stewardship plan (**acquisitions only**).
4. For working landscapes, describe the economic activity that is currently occurring on the landscape, and the effect the project will have on that activity

Points will be awarded based on the degree of project quality and readiness.

**(b) Land and Water Benefits (Maximum of 30 Points)**

- i. Describe how the project contributes to the protection and restoration of rivers, lakes and streams, their watersheds and associated land, water, and other natural resources. Include how the project provides direct, indirect, and long term benefits; avoids adverse impacts; and addresses existing or potential threats to water and watersheds and other natural resources. When appropriate, refer to performance measures (described in Appendix C of the GAPS) to help describe and quantify benefits.
- ii. Describe the sustainability of the project in the context of the surrounding watershed and land uses, including the potential impacts to the surrounding watershed and lands, and the potential impact that future activities on the surrounding watershed and lands may have on the project area.
- iii. If applicable (depending on project type and purpose), describe the extent to which project activities could have an impact on carbon sequestration, as a means of addressing the impacts of climate change in the Sierra and the rest of California.

Points will be awarded based on the degree to which the project benefits the resources described above.

**(c) SNC Program Goals (Maximum of 30 points)**

- i. Describe how the project addresses one or more of the SNC program goals listed below. Identify the primary goal(s), as well as any secondary

goals, addressed by the project:

1. Provide increased opportunities for tourism and recreation.
2. Protect, conserve, and restore the region's physical, cultural, archaeological, historical, and living resources.
3. Aid in the preservation of working landscapes.
4. Reduce the risk of natural disasters, such as wildfires.
5. Protect and improve water and air quality.
6. Assist the regional economy through the operation of the SNC's program.
7. Undertake efforts to enhance public use and enjoyment of lands owned by the public.

Points will be awarded based on the degree to which the project provides direct benefits consistent with one or more SNC program goals. Projects that provide direct benefits to multiple program goals will be awarded higher scores.

**(d) Cooperation and Community Support (Maximum of 10 points)**

- i. Describe demonstrated community support and project partners. Letters of support or other indications of support are encouraged, but optional. However, to be considered for the purpose of scoring they must be included in the application and written on the supporting agency's or organization's letterhead.
- ii. Describe the efforts to include various stakeholders in planning and/or implementation of the project.
  1. Consultation and cooperation with local, state, and federal agencies, including methods used to solicit participation.
  2. The use of stakeholders in designing and/or implementing the project, including methods used to solicit participation. Describe the involvement of youth in the project, if appropriate.
- iii. Describe any known project opposition with an explanation of the nature of the concerns, and any efforts that have been taken to address the concerns.
- iv. Explain how the project will provide educational opportunities about the Sierra Nevada, the SNC, and the project area for children, schools, and communities.
- v. Describe the compatibility of the project with plans including, but not limited to, general plans, recreation plans, urban water management plans, integrated regional water management plans, community wildfire protection plans, and resource conservation plans, as well as the potential impact these plans may have on the long-term sustainability of the project.
- vi. Explain how the benefits of the completed project would be communicated to local and regional media; elected and agency officials from within the region; elected and agency officials from outside the region; non-governmental and business partners; and others.

Points will be awarded based on the degree to which the project exhibits cooperation, community support, compatibility with existing plans, and potential for educational benefits.



**(e) Project Design, Management, and Sustainability (Maximum of 10 points)**

- i. Describe the capability of applicant and/or partners to provide for all relevant aspects of an integrated management process that includes project planning, acquisition, restoration, monitoring, operation, and maintenance. This should include a description of your organization's structure, longevity, staffing, capability, and experience. The applicant should demonstrate that staff or partners involved in the project will utilize all the applicable basic elements of a project management process. Provide information on the following:
  1. Fiscal partners and their roles in the project as related to the workplan
  2. Applicant's or partners' demonstrated ability or type of training received to implement the proposed project
  3. All elements of a management process, including:
    - (a) The appropriate up-front planning that demonstrates the project need
    - (b) The expertise needed to complete the project within the applicant's or its partners' organization
    - (c) Utilizing appropriate design to obtain maximum sustainability of the proposed project
    - (d) A demonstrated ability to design the project to minimize impact to the natural and cultural resources
    - (e) Construction techniques that utilize aesthetic design and compatible or renewable material resources (for site improvement/restoration projects)
    - (f) A monitoring and maintenance process that keeps the proposed project at intended standards and utilizes performance measures (listed in Appendix C of the GAPS) as appropriate.
- ii. Describe how the project is sustainable (can be continued over a long period of time without causing damage to the environment and community). Include a description of what is occurring or planned for the surrounding watershed and lands, and the effect it may have on the project's sustainability.
- iii. Describe how the project is useful as a model in the program area(s) or in other parts of the Region, if appropriate (i.e. innovative partnerships, approaches, problem-solving, or research).

Points will be awarded based on the degree to which the project demonstrates adequate design, management capacity, sustainability, and utilizes innovative approaches.

**(f) Final Ranking**

Competitive grants will be recommended for authorization by the SNC Board based solely on the points received using the evaluation criteria and without regard to geographic location.

Scoring summary information will be made public at the time recommendations are publicly noticed, usually two weeks prior to the Board meeting at which action is proposed. This information may include scores, rankings, and a narrative justification for recommendations.

## **6. Performance Measures**

Appendix C of this document provides information on performance measures which are used to track progress toward project goals and desired outcomes. They provide a means of reliably measuring and reporting the outcomes and effectiveness of a project, and how it contributes to SNC achieving its programmatic goals.

Four of the performance measures listed in Appendix C may be applicable to all projects. Please follow the directions in Appendix C to choose one to three additional performance measures that are applicable to the specific project. Although a list of recommended performance measures is provided, applicants may propose alternative or additional performance measures, subject to the approval of SNC staff.

The performance measures you select should be directly applicable to the project's goals, outcomes, and deliverables. Agreed-upon measures become part of the approved grant agreement.

## **7. Environmental Setting and Impacts**

Describe the environmental setting, current land uses on and surrounding the project area any proposed changes in land use, any sensitive habitats and species, any potential for increasing carbon sequestration or reducing greenhouse gas emissions, and any known cultural resources. For site improvement/restoration projects, detail proposed construction methods and materials and how impacts will be avoided or mitigated. Indicate the amount of area to be disturbed or dirt/materials moved, and whether hand or mechanical methods will be used. This information should be detailed enough for SNC to determine if there are any significant environmental issues associated with the project. Refer to Appendix G of the California Environmental Quality Act (CEQA) Guidelines at [http://www.ceres.ca.gov/topic/env\\_law/ceqa/guidelines/appendices.html](http://www.ceres.ca.gov/topic/env_law/ceqa/guidelines/appendices.html) for a checklist of environmental issues.

## **8. Project Location Map**

Provide a city or county map indicating the project site. The map should provide enough detail to allow a person unfamiliar with the area to locate the project.

## **9. Topographic Map**

For site improvement/restoration projects, submit a topographic map (applicant to specify scale) that is detailed enough to identify the project area and elements as described in the grant scope, and include all parcels (owned or leased) that are part of the project site. For acquisition projects, submit a topographic map (applicant to specify scale) showing parcels to be acquired. For both types of projects, describe and locate

any existing buildings on the project site. Applicants are also encouraged to provide a satellite image or aerial photograph of the project site, if available.

#### **10. Site Plan (For Site Improvement/Restoration Projects)**

For projects involving site improvement/restoration, provide a drawing or depiction indicating scale, project orientation (north-south), what work the grantee will accomplish, where the work will be done and the approximate square footage of any improvements that are part of the grant scope. The plan should also indicate access points to the site if appropriate.

#### **11. Photos of the Project Site**

Submit no more than 10 photos to show the area(s) to be restored, protected, or acquired. Photos should be appropriately captioned for greatest usefulness.

#### **12. Real Estate Appraisal (For Acquisition Projects)**

Submit two copies of a real estate appraisal that is accurate based on current market values and conducted by a State-Certified General Real Estate Appraiser. An appraiser certified as a Master Appraiser by the Appraisal Institute, and experienced in doing appraisals for state agencies, is preferred. The appraisal must be prepared in accordance with the Uniform Standards of Professional Appraisal Practice. Applicants should also review the requirements in Exhibit B of the SNC Appraisal Grant Agreement Template on the SNC Web site at [http://www.sierranevada.ca.gov/grant\\_applications.html](http://www.sierranevada.ca.gov/grant_applications.html). The appraisal must be approved by the State as part of the application evaluation.

#### **13. Acquisition Schedule, Parcel Map, And Willing Seller Letter (For Acquisition Projects)**

Provide an acquisition schedule outlining the acreage and parcel number(s) to be acquired, estimated acquisition date, and appraised value of each parcel to be acquired. Submit a parcel map(s) of all parcels proposed to be acquired. If applicable, include the estimated cost of any relocation resulting from displacement of any eligible person or business. Land or interests in land acquired with grant funds shall be acquired from a willing seller. Provide a letter from the seller(s), which indicates a willingness to sell or other documentation that the property is for sale.

All acquisitions, including less than fee title (easements), shall be in perpetuity. For easements, submit a copy of the proposed easement language. Easement agreements must guarantee the authority, in perpetuity, to use the property for the purposes specified in the application. Please consult with SNC staff for examples of conservation easement types.

#### **14. Land Tenure (For Site Improvement/Restoration Projects)**

Provide information as follows:

(a) Land Tenure

Applicants must demonstrate and document to the SNC that they have adequate

tenure to, and site control of, properties to be improved or restored.

Adequate tenure includes, but is not necessarily limited to:

- Fee title ownership.
- An easement or license agreement, sufficient for completion of the project consistent with the terms and conditions of the grant agreement.
- Other agreement between the applicant and the fee title owner, or the owner of an easement in the property sufficient to give the applicant adequate site control for the purposes of the project.<sup>2</sup>
- For projects involving multiple landowners, a clearly defined process which ensures that property owner permission is obtained to complete the project.

If the land tenure requirement is met through fee title ownership or other deeded interest, the applicant shall provide a copy of the recorded deed. If property is not owned in fee title, the applicant shall provide supporting documentation (copy of lease, easement deed, or agreement, etc.) with the application in order to verify that the land tenure requirement has been met.

(b) Land Tenure Requirements – Alternate Process

When an applicant does not have tenure at the time of application, but intends to establish tenure via an agreement that will be signed upon grant authorization, the applicant must follow the alternate land tenure process by:

- Submitting a copy of the proposed agreement at the time of application, as well as letters from the applicant and the prospective landlord in which each commits to sign the proposed agreement should the application be successful.
- Once a project has been authorized for funding, the applicant must submit a fully-executed agreement which meets the land tenure requirements within 60 days of Board authorization to execute the grant agreement.

## **15. California Environmental Quality Act (CEQA) And National Environmental Policy Act (NEPA) Compliance**

All projects funded by the SNC must meet the requirements of CEQA. Any public agency applicant with a project subject to CEQA or NEPA must submit completed CEQA and/or NEPA documents with the application. The documents must have been adopted by the lead agency. All other applicants should consult with SNC staff as soon as possible regarding the appropriate process and documents required. Applicants are also encouraged to refer to <http://ceres.ca.gov/ceqa/> for additional information about CEQA review.

### **Local and State Government Applicants**

State or local agency applicants must complete the CEQA process by one of the following methods:

- If the project is Categorically Exempt under CEQA, the applicant must file a

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<sup>2</sup> Adequate site control is the power or authority to conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant agreement.

Notice of Exemption (NOE) under CEQA with the State Clearinghouse

OR

- In the event a Negative Declaration or Environmental Impact Report (EIR) will be required to comply with CEQA, the applicant must complete the appropriate documentation and file a Notice of Determination (NOD) with the State Clearinghouse

AND

- **A State Clearinghouse stamped copy of the NOE or the NOD along with the appropriate CEQA document must be submitted with the application.**

### **Non-profit and Tribal Applicants**

Non-profit and tribal applicants who do not already have local or state government partners for a proposed project (through the need for a Department of Fish and Game Streambed Alteration Permit, local discretionary grading permit, or a conditional use permit, for example) should seek a local or State government agency having discretionary authority over the project to complete CEQA compliance. Should the applicant not find a government agency able to complete CEQA compliance, the applicant should contact SNC as early as possible to discuss the potential for the SNC to serve as a lead agency for purposes of CEQA.

### **Federal Applicants, Projects on Federal Land, or Projects with Federal Funding**

When the project is on federal land, a federal agency is the applicant, or federal funding is involved, both NEPA and CEQA compliance are required. When an applicant has complied with NEPA, the applicant must also demonstrate compliance with CEQA by completing one of the following and submitting documentation of completion with the application:

- If the project is Categorically Exempt under CEQA and compliance with NEPA is complete, public agency applicants must also file a NOE under CEQA with the State Clearinghouse

OR

- In the event a Negative Declaration or EIR will be required to comply with CEQA, the applicant should follow the processes set forth in Title 14, California Code of Regulations, Chapter 3, Article 14, Sections 15221-15228 as applicable ([http://ceres.ca.gov/ceqa/guidelines/15220-15229\\_web.pdf](http://ceres.ca.gov/ceqa/guidelines/15220-15229_web.pdf))

AND

- Where an applicant must comply with both CEQA and NEPA for a project, the applicant is encouraged to coordinate the CEQA/NEPA processes early in the project planning phase.

## **16. Leases Or Agreements**

Provide a list of all other leases, agreements, memoranda of understanding, etc., affecting project lands or the future operation and maintenance thereof (if applicable), excluding those relevant to land tenure. If not applicable, state that the requirement is not applicable, and provide the reason(s) why.

## **17. Regulatory Requirements**

Provide a list of existing and additional required permits, whether an application has been filed, contact information for the permitting agency staff, information on the status of each application, and an indication of when permit approval is expected. If not applicable, state that permits are not applicable, and provide the reason(s) why. Examples of potential permitting agencies include:

- California State Lands Commission
- California Department of Fish and Game
- U.S. Fish and Wildlife Service
- U.S. Army Corps of Engineers
- Regional Water Board
- State Historic Preservation Office
- California Native American Heritage Commission
- CAL FIRE
- Local government agencies

## **18. Demonstrations of Support**

Letters of support or other indications of support are optional; however, to be considered for the purpose of scoring they must be included in the application on the supporting agency's or organization's letterhead. In addition, applications that include a project-specific resolution of support from the affected city and/or county, and, if appropriate, water agency, may be deemed to have met the SNC's requirement to cooperate and consult with local agencies.

## **IV. Approval Process for Competitive Grants**

- Applicants submit a complete grant application to the SNC by the deadline.
- Application is reviewed by staff for completeness and eligibility.
- Complete, eligible applications are evaluated by the SNC staff. In evaluating projects, SNC staff may involve other parties as necessary and appropriate.
- In evaluating applications, the SNC may consider authorizing partial funding with concurrence from the grant applicant and with agreement that meaningful progress toward the goal can be made.
- As part of the evaluation process, site visits will be scheduled as necessary and appropriate.
- The SNC staff recommends projects for funding to the SNC Board. Competitive grants will be recommended for authorization by the SNC Board based on the score received, without regard to geographic location.

- The Board determines the final authorizations.

## **V. Grant Agreement Process**

Once a grant is authorized, an agreement for the grant amount will be entered into between the SNC and the grantee. The grant agreement will include a detailed description of the property to be acquired, or the scope of work to be accomplished, and performance measures to be included. It will also contain certain standard State agreement language. SNC will prepare the agreement, which will then be signed by the grantee and returned to SNC for approval.

Grant agreements may be amended by mutual agreement between the Grantee and SNC. Any request by the Grantee for amendments must be in writing stating the amendment request and reason for the request. The Grantee must make requests in a timely manner, and if feasible not less than 60 days before the effective date of the proposed amendment.

### **A. Sample Grant Agreements**

Sample grant agreements for each project type are available separately at: [http://www.sierranevada.ca.gov/grant\\_applications.html](http://www.sierranevada.ca.gov/grant_applications.html) for those who desire as much information about requirements as possible in the event that their grants are authorized. The sample agreements are provided to highlight particular agreement provisions, and are not intended to substitute for a project-specific agreement. Each agreement will have unique characteristics pertinent to the individual agreement. The agreement provisions cover topics such as advances, payments, accounting, auditing, reporting requirements, and performance measures.

## APPENDIX A

### **Glossary of Terms**

Unless otherwise stated, the terms used in the SNC Proposition 84 Grants Guidelines and Grants Application Packets shall have the following meanings:

Acquisition – To obtain ownership of the fee title or any other permanent interest in real property, including easements and development rights. Leaseholds and rentals do not constitute Acquisition.

Applicant – Eligible entities as defined by the SNC Program.

Application – The individual application form and its required attachments for grants pursuant to the SNC Program.

Appraisal - An estimate of the value of real property for sale or acquisition.

Authorized Representative – The officer authorized in the Resolution to sign all required grant documents including, but not limited to, the grant agreement, the application form, and payment requests. The authorized representative may designate an alternate by informing SNC in writing.

Biological /Other Survey - An evaluation or collection of data regarding the conditions in an area using surveys and other direct measurements.

Board – The governing body of the SNC as established by PRC Section 33321.

Bond or Bond Act - Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coast Protection Bond Act of 2006 (Public Resources Code Section 75001 et seq.).

Capacity Building - Actions or support provided to entities that have need to develop specific skills or competencies or to generally improve performance or organizational/community effectiveness.

Capital Improvement Projects - Projects that utilize grant funds for acquisition of land or site improvement/restoration.

CEQA – The California Environmental Quality Act as set forth in the Public Resources Code Section 21000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of a proposed project to be undertaken, funded, or approved by a local or state agency. For more information, refer to: <http://ceres.ca.gov/ceqa/>.



CEQA/NEPA Compliance - Activities an entity performs to meet the requirements of CEQA or NEPA.

Collaborative Process - Willing cooperation between stakeholders with different interests to solve a problem or make decisions that cut across jurisdictional or other boundaries; often used when information is widely dispersed and no single individual, agency or group has sufficient resources to address the issue alone.

Competitive – A process whereby projects are ranked and selected on the basis of program-specific criteria.

Condition Assessment - Characterization of the current state or condition of a particular resource.

Conservancy – The Sierra Nevada Conservancy as defined in Public Resources Code Section 33302 (b).

Conservation Easement - Any limitation in a deed, will or other instrument in the form of an easement, restriction, covenant or condition which is or has been executed by or on behalf of the owner of the land subject to such easement and is binding upon the successive owners of such land, and the purpose of which is to retain land predominantly in its natural, scenic, historical, agricultural, forested or open-space condition. (Civil Code Section 815.1)

Curriculum - The set of courses or specific learning programs available at a school or university.

Data - A body or collection of facts, statistics, or other items of information from which conclusions can be drawn.

Design/Permit - Preliminary project planning or identification of methodologies or processes to achieve project goals, and the process of obtaining any regulatory approvals or permits necessary from appropriate governmental agencies in order to conduct the work of the project.

Easement - An interest in land entitling the holder thereof to a limited use or enjoyment of the land in which the interest exists, or to restrict the use or enjoyment of the land by the owner of the fee title.

Education/Interpretation - A visitor-serving amenity that educates and communicates the significance and value of natural, historical and cultural resources in a way that increases the understanding and enjoyment of these resources and that may utilize the expertise of a naturalist or other specialist skilled at educational interpretation.

Eligible Costs – Expenses incurred by the grantee during the agreement performance period of an approved agreement, which may be reimbursed by the SNC.

Enhancement - Modification of a site to increase/improve the condition of streams, forests, habitat and other resources.

Environmental Site Assessment - Phase I, Phase II or other reports which identify potential or existing contamination liabilities on the underlying land or physical improvements of a real estate holding.

Event/Program - A planned, coordinated activity or group of activities designed for a specific audience to achieve a specific goal.

Executive Officer - The person appointed the manager of the SNC.

Fair Market Value - The value placed upon property as supported by an appraisal that has been reviewed and approved by the California Department of General Services or other designated authority.

Fee Title - Land ownership that gives an owner maximum interest in the land and that entitles the owner to use the property consistent with federal, state and local laws and ordinances.

Fiscal Sponsor - An organization that is eligible to receive SNC Proposition 84 grants and is willing to assume fiscal responsibility for a grant project, although another entity would carry out the grant scope of work.

Grant - Funds made available to a grantee for eligible costs during an agreement performance period.

Grant Agreement - An agreement between the SNC and the grantee specifying the payment of funds by the SNC for the performance of the project scope within the agreement performance period by the grantee.

Grant Agreement Performance Period - The period of time during which the eligible costs may be incurred under the grant, and in which the work described in the grant scope must be completed.

Grant Agreement Term - The period of time that includes the agreement performance period, plus time for all work to be billed and paid by the state. This period is the same as the beginning and ending dates of the agreement.

Grantee - An entity that has an agreement for grant funds.

Grant Scope - Description of the items of work to be completed with grant funds as described in the application form and cost estimate.

Historical Resource - Includes, but is not limited to, any building, structure, site, area,

place, artifact, or collection of artifacts that is historically or archaeologically significant from a statewide perspective.

Infrastructure Development/Improvement - The physical improvement of real property, including the construction of facilities or structures (such as bridges, trails, culverts, buildings, etc.).

In-kind Contributions– Non-monetary donations that are utilized on the project, including materials and services. These donations shall be eligible as “other sources of funds” when providing budgetary information for application purposes.

Land Tenure – Legal ownership or other rights in land, sufficient to allow a grantee to conduct activities that are necessary for completion of the project consistent with the terms and conditions of the grant agreement. Examples include: fee title ownership; an easement for completion of the project consistent with the terms and conditions of the grant agreement; or agreements or a clearly defined process where the applicant has adequate site control for the purposes of the project.

Model/Map - Representations to visually show the organization, appearance or features of an area or subject.

Monitoring/Research - To search, observe or record an operation or condition with tools that have no effect upon the operation or condition.

Natural Resource Protection - Those actions necessary to prevent harm or damage to rivers, lakes, and streams, their watersheds and associated land, water, and other natural resources, or those actions necessary to allow the continued use and enjoyment of property or natural resources and includes acquisition, restoration, preservation and education.

NEPA – The National Environmental Policy Act of 1969, as amended. NEPA is a federal law requiring consideration of the potential environmental effects of proposed project whenever a federal agency has discretionary jurisdiction over some aspect of that project. For more information, refer to: <http://ceq.eh.doe.gov/nepa/nepanet.htm>.

Nonprofit Organization - A private, nonprofit organization that qualifies for exempt status under Section 501(c)(3) of Title 26 of the United States Code, and that has among its principal charitable purposes preservation of land for scientific, educational, recreational, scenic, or open-space opportunities; or protection of the natural environment or preservation or enhancement of wildlife; or preservation of cultural and historical resources; or efforts to provide for the enjoyment of public lands.

Other Sources of Funds - Cash or in-kind contributions necessary or used to complete the acquisition or site improvement/restoration project beyond the grant funds provided by this program.

Outreach Materials - Audio, visual and written materials developed to help explain a particular topic or subject.

Performance Measure – A quantitative or qualitative metric used by the SNC to track progress toward project goals and desired outcomes.

Plan - A document or process describing a set of actions to address specific needs or issues or create specific benefits.

Planning - The act or process of creating a plan.

Pre-Project Due Diligence - The analysis necessary to identify all aspects influencing a project and determine the risks associated with a project.

Preservation - Rehabilitation, stabilization, restoration, development, and reconstruction, or any combination of those activities.

Project – The work to be accomplished with grant funds.

Project Coordinator – An employee of the SNC who acts as a liaison with the applicants or grantees and administers grant funds, ensuring compliance with guidelines and the grant agreement.

Proposition 84 - See Bond.

Public Agencies – Any city, county, district, or joint powers authority; State agency; public university; or federal agency.

Region – The Sierra Nevada Region as defined in Public Resources Code Section 33302 (f).

Region-wide – Providing benefits that affect the overall breadth of the SNC Region or multiple Subregions within the Region.

Resource Protection - Those actions necessary to prevent harm or damage to natural, cultural, historical or archaeological resources, or those actions necessary to allow the continued use and enjoyment of property or resources, such as acquisition, development, restoration, preservation or interpretation.

Restoration - Activities that initiate, accelerate or return the components and processes of a damaged site to a previous historical state, a contemporary standard or a desired future condition including, but not limited to, projects for the control of erosion, the control and elimination of exotic species, fencing out threats to existing or restored natural resources, road elimination, and other plant and wildlife habitat improvement.

Site Improvements - Project activities involving the physical improvement or restoration of land.

SNC – Sierra Nevada Conservancy.

Stewardship Plan - A plan to provide ongoing implementation and management associated with the acquisition of a conservation easement or site improvement/restoration project.

Study/Report - Research or the detailed examination and analysis of a subject.

Subgrantee – An entity that enters into a contractual or grantor/grantee relationship with another entity receiving a block grant from the SNC for the purpose of carrying out a portion of the scope of work of the block grant.

Total Cost – The amount of the Other Sources of Funds combined with the SNC Grant request amount that is designated and necessary for the completion of a project.

Trail – A thoroughfare or track for pedestrian (including assistive mobility devices), skating or skateboarding, equestrian, skiing, canoeing, kayaking, bicycling or off-highway vehicle activities.

Tribal Organization – An Indian tribe, band, nation, or other organized group or community, or a tribal agency authorized by a tribe, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and is identified on pages 52829 to 52835, inclusive, of Number 250 of Volume 53 (December 29, 1988) of the Federal Register, as that list may be updated or amended from time to time.

Working Landscape(s) - Lands producing goods and commodities from the natural environment (such as farms, ranches, and forests in timber production). For many communities, these lands are an important part of the local economy, culture, and social fabric.

Working Landscape Preservation - Actions that preserve activities occurring on ranches, farms, and forestlands that result in sustainable economic, ecological, and social benefits to communities, people, and their environments.

**Note:** You can only save data in this form if you are using Adobe Acrobat Pro. If you are not using Adobe Acrobat Pro, [click here](#) for a Microsoft Word version of this form, which you can fill out and save.

**SIERRA NEVADA CONSERVANCY  
Proposition 84 Grants Program  
Pre-Application Form**

Date:

Project:

Applicant:

Contact Person/email/phone:

Amount Requested: \$

Total Project Cost: \$

*Provide a general description of the project, including project goal, key actions or deliverables, and basic staffing and budget information:*

## **APPENDIX C**

### **Competitive Grants GAP**

#### **Performance Measures**

Performance measures are used to track progress toward project goals and desired outcomes. They provide a means of reliably measuring and reporting the outcomes and effectiveness of a project and how it contributes to SNC achieving its programmatic goals.

All grantees are required to report on performance measures for their projects. Certain information will be asked of all projects. This includes data related to four quantitative performance measures if applicable to the project:

- Number of People Reached
- Dollar Value of Resources Leveraged for the Sierra Nevada
- Number and Type of Jobs Created
- Number of New, Improved or Preserved Economic Activities

Grantees are also required to provide qualitative, or narrative, information in their final project reports. In addition to the information that will be asked of all projects, grantees will report on performance measures (usually one to three) related to their specific project. You must propose these project-specific measures as part of your grant application. Generally, you will select these measures from a pre-approved list of measures developed by the SNC. However, you also have the option of proposing a different measure in your application if you believe it would be more appropriate for your project. Final performance measures will be determined in consultation with SNC staff.

The performance measures you select should be directly applicable to your project's goals, outcomes, and deliverables. Approved measures become part of a grantee's final grant agreement.

#### **Selecting Project-Specific Performance Measures**

1. You should begin the process of selecting project-specific performance measures by referring back to the project category you selected for your project. The following table provides a list of the recommended measures that are most likely to be relevant for projects in each category. A description of all of the measures follows the table. Examine your project purpose, goals, desired outcomes, and deliverables (from your project general description). Select measures that will help you determine whether and how well these have been achieved. (If you are unclear on which measure/s to select or have questions, please contact SNC staff.)
2. Review your project workplan and budget to ensure you have factored in the need to gather and report performance measure-related information.

3. For each performance measure you include, identify target values for your project. For example, how many people do you expect to reach? How many and what type of jobs will your project create? If you are restoring or improving a site, what is the current condition of the site and what condition do you hope to achieve by the end of your project?
4. You may find that the performance measures listed below are not relevant to your project. SNC encourages the development of performance measures most appropriate for your project. Development of new measures should be done in consultation with SNC staff, because it requires their approval. When proposing a new performance measure, keep in mind that the measure should directly relate to a specific project goal, outcome, or deliverable. Consider performance measures that can be tracked using accepted methods to ensure that your data will be consistent and defensible. For any new performance measures proposed for your project, provide the following information:
  - Clear definition
  - Data collection method(s)
  - Data sources
  - Target values.

### **Performance Measures by Project Category**

#### **Competitive Grants**

<b>A. Common to All Categories</b>
1. Number of People Reached 2. Dollar Value of Resources Leveraged for the Sierra Nevada 3. Number and Type of Jobs Created 4. Number of New, Improved, or Preserved Economic Activities
<b>B. Common to Site Improvement &amp; Acquisition Categories</b>
5. Kilowatts of Renewable Energy Production Capacity Maintained or Created 6. Linear Feet of Stream Bank Protected or Restored 7. Number of New Recreation Access Points 8. Number of Special Significance Sites Protected or Preserved 9. Tons of Carbon Sequestered or Emissions Avoided
<b>C. Acquisition Only</b>
10. Acres of Land Conserved
<b>D. Site Improvement Only</b>
11. Acre Feet of Water Supply Conserved or Enhanced 12. Acres of Land Improved or Restored 13. Cubic Feet per Second of Streamflow Improved 14. Feet of Trail/Path Length Constructed or Improved 15. Mass of Pollutants Reduced Per Year



## **Performance Measure Descriptions**

The following performance measures (PMs) have been developed to meet SNC's initial needs as it launches its programs and provides initial grant funding for several project types. These PMs, along with a brief description of each, are listed below in four broad categories: Performance Measures for All Projects, Performance Measures Common to Site Improvement and Acquisition Projects, Performance Measures for Acquisition Projects Only, and Performance Measures for Site Improvement Projects Only.

### **A. Performance Measures for All Categories**

#### **1. Number of People Reached**

Number of People Reached measures progress of information-sharing and education efforts and inclusiveness of other project efforts such as plan development.

#### **2. Dollar Value of Resources Leveraged for the Sierra Nevada**

The Dollar Value of Resources Leveraged provides a measure of the additional resources generated as a result of SNC investment. The total value is based on matching funds provided by external sources, valuation of volunteer hours, and the value of in-kind contributions made by a project.

#### **3. Number and Type of Jobs Created**

Number and Type of Jobs Created provides an accounting of the full-time equivalent jobs created by SNC-funded activities. Information provided should describe whether the job is expected to be temporary or long-term.

#### **4. Number of New, Improved, or Preserved Economic Activities**

New, Improved, or Preserved Economic Activities measures the types, quantities, and, where appropriate, estimated dollar values of new, improved, or preserved activities, products, and services resulting from the project.

### **B. Performance Measures Common to Site Improvement and Acquisition Projects**

#### **5. Kilowatts of Renewable Energy Production Capacity Maintained or Created**

The Kilowatts of Renewable Energy Production Capacity maintained or created is based on the California Energy Commission's (CEC's) standards for renewable energy eligibility and includes energy generation capacity from biomass, wind, solar, small hydroelectric and other qualifying sources.

#### **6. Linear Feet of Stream Bank Protected or Restored**

Linear Feet of Stream Bank Protected or Restored provides a measure of a project's contribution to water quality, riparian property values, habitat, and stream connectivity. Information provided should indicate whether the stream bank is being protected or restored.

**7. Number of New Recreation Access Points**

Number of New Recreation Access Points measures improvements in recreation access by: type of access points, recreation type, and change in capacity.

**8. Number of Special Significance Sites Protected or Preserved**

Number of Special Significance Sites Protected or Preserved records the total number of sites with important cultural or natural features that are protected from development or other adverse impacts.

**9. Tons of Carbon Sequestered or Emissions Avoided**

Tons of Carbon Sequestered or Emissions Avoided demonstrates the value of Sierra ecosystem resources in reducing the effects of climate change. Potential project types can include conservation forest management, renewable energy generation, and industrial process improvements. The carbon reductions included in this performance measure will be informed by and linked, as appropriate, to standard approaches and protocols such as those published by the California Climate Action Registry.

**C. Performance Measures for Acquisition Projects Only**

**10. Acres of Land Conserved**

Acres of Land Conserved includes areas that have been conserved through acquisition, including easements. This performance measure provides an accounting of the extent of landscape and natural resources conserved by SNC activities. Information provided should include the method of conservation (acquisition or easement) and the primary purpose of conservation (recreation, open space, working landscapes, etc).

**D. Performance Measures for Site Improvement Projects Only**

**11. Acre Feet of Water Supply Conserved or Enhanced**

Acre Feet of Water Supply Conserved or Enhanced measures the benefits of water conservation and efficiency projects and particular restoration efforts that impact timing of flows. These actions benefit both local residents and the people of California who receive their water supply from the Sierra Nevada. Project activities can include: meadow restoration to enhance runoff timing or incentive programs such as converting to drip irrigation to reduce demand.

**12. Acres of Land Improved or Restored**

Acres of Land Improved or Restored tracks efforts to reduce the risk of natural disasters, such as catastrophic wildfire, and improve natural resource conditions, such as site productivity and wildlife habitat, through site improvement. Information provided should identify whether the acres protected have been categorized by importance or priority rating through another agency or program, such as acres of

critical habitat, or acres in moderate, high and very high fire hazard areas, as delineated by the CALFIRE Fire Hazard Severity Zoning Map.

**13. Cubic Feet per Second of Streamflow Improved**

Cubic Feet per Second of Streamflow Improved measures the changes in flow conditions in a given stream or river resulting from a project. This performance measure directly addresses improving water quality and habitat, since flow can be a controlling driver in these issues. Subcategories include: water conservation or efficiency projects dedicating conserved water to instream flows, actions that result in changes in management, short-term leases of water for instream flows, and permanent transfers through acquisition of a water right.

**14. Feet of Trail/Path Length Constructed or Improved**

The Feet of Trail/Path Length Constructed or Improved incorporates paved and unpaved multi-use urban, hiking, OHV, equestrian and other trails and paths. Information provided should identify the length, type of trail/path and type of use.

**15. Mass of Pollutants Reduced Per Year**

The Mass of Pollutants Reduced Per Year indicates the pollutant reduction effectiveness of restoration, water quality, and air quality projects. Current projects focus on reducing sediment and mercury pollution; however, additional pollutants may be targeted in future projects. Information provided should identify the pollutant type/s to be reduced and the amount of reduction.